

## Mercury Switch Model Recordkeeping Forms

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These recordkeeping forms are models to help vehicle dismantlers and anyone who crushes, bales, shears or shreds vehicles on how to comply with recordkeeping and tracking requirements of mercury switch regulations.

Keeping and maintaining a log in either a notebook or computer is a good way to comply with the recordkeeping requirements of the regulations.

Keeping all records, including shipping and receiving records, in a central file will make it easier to maintain and organize the records.

You must keep these records for at least three years.

Below are examples of recordkeeping forms that meet the recordkeeping requirements of the mercury switch regulations. Attached are blank full-sized forms that may also be used as templates.

### **Example 1: Recordkeeping Form for Tracking End-of-Life Vehicles and Mercury Switches:**

<i>Date</i>	<i># of Vehicles Dismantled</i>	<i># of Vehicles to be Dismantled that have Mercury Switches</i>	<i># of Mercury Switches Removed</i>	<i># of Vehicles that have Mercury Switches but too Damaged to Remove</i>
4-15-05	100 vehicles	25 vehicles	23 mercury switches	2 vehicles
4-22-05	90 vehicles	10 vehicles	10 mercury switches	0 vehicles

### **Example 2: Recordkeeping Form for End-of-Life Vehicles that are Shipped offsite for Crushing, Baling, Shearing or Shredding:**

<i>Date of Shipment</i>	<i># of Vehicles Shipped that have Mercury Switches</i>	<i>Receiver's Contact Information</i>
4-15-05	20 vehicles	Jack Doe Bob's Auto-wrecking 1234 Somewhere Street Anytown, CA 98765
4-22-05	15 vehicles	Bob's Auto-wrecking 1234 Somewhere Street Anytown, CA 98765

**Example 3: Recordkeeping Form for Tracking Mercury Switches  
Removed from End-of-Life Vehicles that are Shipped and  
Received:**

<b>Date Mercury Switches Sent/Received</b>	<b>Quantity of Mercury Switches Shipped/Received</b>	<b>Sender's Contact Information</b>	<b>Receiver's Contact Information</b>
4-15-05	1 pound of mercury switches	John Doe John's Auto Salvage 5555 Something Rd Anytown, CA 98765	<i>Jack Doe Bob's Auto-wrecking 1234 Somewhere Street Anytown, CA 98765</i>
4-22-05	0.5 pound of mercury switches	John Doe John's Auto Salvage 5555 Something Rd Anytown, CA 98765	<i>Jack Doe Bob's Auto-wrecking 1234 Somewhere Street Anytown, CA 98765</i>

### Example 1: Recordkeeping Form for Tracking End-of-Life Vehicles and Mercury Switches

[illegible]

**Example 2: Recordkeeping Form for End-of-Life Vehicles that are Shipped offsite for Crushing, Baling, Shearing or Shredding**

[illegible]

### **Example 3: Recordkeeping Form for Tracking Mercury Switches Removed from End-of-Life Vehicles that are Shipped and Received**

[illegible]